REASON FOR THIS POSITION			POSITION DESCRIPTION COVER SHEET
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER	

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE Area Program Analyst	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE
Program Analyst

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
				MONTH/DAY/YEAR	YES	NO	
GS	0343		09	4/22/02			MS

18. ORGANIZATIONAL STRUCTURE *(Agency/Bureau)*

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-6	950	6. Personal Contacts	2	75
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	B	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5
4. Complexity	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-3	150	27. **TOTAL POINTS**	27.	1885

Grade based on Admin. Analysis Grade Eval. Guide / PC Mgmt. & Prog. Analysis Series Flysheet, GS-343 (TS-98 dtd 8/90)	28. **GRADE**	28.	09

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/02

31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks FSLA: E No Known Promotion Potential Standard Job#343-09	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				09	

B. MASTER RECORD

1. PAY	2. OCC.SER (4)	3. OCC FUNC.	4. OFF. TITLE CD	5. OFF. TITLE (38)
GS	0343		0003	PROG ANALYST

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 1=Sup. SGEG 5=Mgmt. CSRA 3=Mgr. SGEG 6= Leader LGEG 4=Sup. CSRA 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO 04 DA 22 YEAR 02

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 3=Foreign Svc. 2=Secondary Blank=NA	A I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDIS. SER. (40)

(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
E E=Exempt N=Nonexempt	0 N 0=None 3=SF 278 1=CD 219 4=AD 392	A=Sched A 0=Excepted but not B=Sched B A, B, C	1N N 0=Nonsensitive 1=Noncritical	09PA

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18)

1st	2nd	3rd	4th	5th	6th	7th	8th	9. VAC. REV. CD. (1)
								0=Position Action B=Lower Grade D=Different title and/or No Vacancy C=Higher Grade series A=No Change E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
09		Blank=N/A Y=Yes	State (2) City(4) Cnty(3)		MO DAY YEAR	Blank=N/A 1=PAS	MO 04 DAY 22 YEAR 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST.
1=Rev. when vacant 4=Sup./Program 7=Equipment Devel. Guide 2=Impact of Person 5=RGEG 8=Agency Use 3=Sup./SGEG 6=Policy Analysis GEG 9=Agency Use ALPHAS = Agency Use	MO DAY YEAR	MO DAY YEAR	Y=Perm N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results		
1=Desk Audit 2=Sup. Audit 3=Paper Rev.	5=Desk Audi 6=Sup. Audit 7=Paper Rev.	1=No Action Req. 5=Series Change 9=Other 2=Minor PD Change 6=Pos. Upgrade 3=New PD Req. 7=Pos. Downgrade		

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job #343-09

FORM AD-332 (Revised 4/86)

Program Analyst   Standard Job #343-09
GS-0343-09

A.   Introduction

This position is located in the Office of the Area Director, ＿＿＿＿＿＿＿＿＿＿＿Area, ＿＿＿
(Location)＿＿＿. The incumbent of this position serves as the single staff control and
coordination point within the Area for the timely and orderly implementation, management, and
evaluation of a vast array of research monitoring activities, and participates with the Area
Director in conducting studies and projects where data are gathered, facts are analyzed,
recommendations are made, and reports are written. The Area consists of ＿ locations, with
approximately ＿ research units, and has a work force of approximately ＿ employees (of which
approximately ＿ are research scientists).

B.   Major Duties

Research Project Coordination

Independently coordinates and maintains appropriate documentation on the Current
Research Information System (CRIS), research progress reports, and extramural and
external funding requests for the Area. Serves as the Area manager and instructor for
the Agriculture Research Information System (ARIS). Specifically, the incumbent:

--   advises project leaders, research leaders, and other program personnel on proper
         documentation of CRIS projects, research plans, extramural and external funding
         requests, and research progress reports.

--   summarizes and makes recommendations for improvement in the documentation
         to the scientific staff; notifies the scientific personnel when additional information
         is needed, and follows up to ensure receipt; ensures that packages are complete
         before forwarding to the Area Director; and brings significant issues in the
         reports to the attention of the Area Director.

--   follows up on and advises scientific personnel on the status of submissions.

--   instructs Area personnel on the use of the ARIS system; determines user needs
         and accordingly assigns appropriate level of access codes to allow access to the
         system; periodically surveys the needs of users and makes adjustments in the
         assignment of access; instructs users on changes in methods, procedures, and
         policies in the software on a continual basis; and trains new system users as
         needed.

--   with input from AD, identifies appropriate reviewers for research project merit reviews; obtains merit reviews from industry, colleges, universities, private sector organizations, other agencies, and other ARS organizations.

--   participates, in a coordinative role, in research program reviews and workshops; keeps managers and scientists informed of upcoming reviews; and makes presentations related to the research programs and reporting systems.

--   prepares justifications, or solicits justifications from program managers, in support of funding requests for CRIS projects and other requirements, for use by the Area Director.

--   monitors the transfer of appropriated and temporary funds for research projects; transfers funds of replaced projects when scientists are reassigned, research has been redirected, or research has been closed out; advises project leaders on procedure and policy for shifting funds; makes recommendations on the transfer of funds based on information provided from the National Program Staff and/or Area Director; and coordinates all transfers of funds and extramural/external funding issues with the Area Budget and Fiscal Office (ABFO) and the Area Procurement Agreements Officer (PAO).

<u>Analytical Assignments</u>

Receives ad hoc study requests from supervisor to analyze, evaluate, make recommendations, and prepare written charts, graphs, and reports on specific locations/programs for program effectiveness, impact of proposed program or personnel/organizational changes, and financial condition. Uses a knowledge of program interrelationships; overall utilization of human, money, and material resources; program priorities; and information and statistics gathered from various sources, to prepare narrative reports outlining options including proposed abolishment of positions, redirection of money and/or material resources, merging programs or maintaining status quo.

Attends Area program reviews and workshops to acquire/maintain a comprehensive knowledge of the substantive nature of operating programs and the interrelationships among program areas, and to provide/present information related to research activities.

Consolidates responses on current research activities from locations in support of requests from the Area Director or higher level management in ARS.

Reviews the Annual Resource Management Plans (ARMP) for the Area for the CRIS Work Unit information and budgets for funds proposed in extramural activities;

participates in meetings and conference calls to discuss the ARMS plans; recommends revisions to the plans to coincide with the approved operating levels (AOL); provides updated information to the ABFO on changes made to the AOL's during the course of the review process; detects information in the State of the Management Unit that is not consistent with research objectives and consults with Unit Leaders to effect changes; reviews ARMP Summary reports and recommends changes; and verifies the SY's on the CRIS Research Allocation Schedule.

Keeps the Area Director informed of possible changes in program activities and of items discussed with project managers. Prepares correspondence and analytical reports on research activities and progress in response to requests for information. Accesses automated systems to manipulate, extract, edit, and approve program management documents; prepares statistical analyses for budget increases, redirected funds, extramural agreement funds, etc.; and determines and implements methods to improve documentation and presentation of data.

C.   Evaluation Factors

1.   <u>**Knowledge Required by the Position**</u>   **FLD 1-6   950 PTS**

Knowledge of Departmental and Agency programs, regulations, policies, organizational structure, and procedures to carry out fact finding, analysis, problem solving, and evaluation functions.

Knowledge of the responsibilities, priorities, commitments, policies and program goals of the Area Director to serve as liaison between the Area Director and others; prepare material for use in meetings and correspondence; initiate procedures and guidelines affecting subordinate units; and locate and summarize material from ARIS and provide information for response to program-related inquiries.

Knowledge of the principles, practices, theories, techniques, and methodology of management as they relate to the conduct of research and related support programs.

Knowledge of national research program activities of the Area, and skill in applying this knowledge to analyze and evaluate research program progress and recommend changes in operating programs.

Knowledge of procedures outlined in ARS Research Project Documentation Manual and office procedures for processing CRIS documents, and the

interrelationships among components such as the ARMP, CRIS project reporting, budget processes, etc., sufficient to review the program formulation, justification, and execution submittal from subordinate units.

Knowledge of Agency and Department budgetary procedures for in-house and extramural research programs.

Skill in the use of personal computers to access, manipulate, and retrieve information from automated systems, and to train personnel in the Area on the use of the ARIS.

Skill in representing the Area Director's viewpoint in meetings and dealings with program and administrative management personnel.

Ability to develop and present recommendations, information, and reports based on indepth analysis and technical evaluation of issues and situations to advise the Area Director in decision making processes.

Written and oral communication skills to prepare comprehensive narrative analyses and present findings and conclusion to Area staff.

2. <u>**Supervisory Controls**</u>   **FLD 2-3**   **275 PTS**

The incumbent works under the supervision of the Area Director who sets the overall objectives based on Agency and Area needs and priorities. The supervisor provides assistance on controversial issues or on methods used to conduct assignments when precedents are not available.

The incumbent is responsible for independently applying program and operational knowledge and judgment in taking action as required to ensure the smooth operation and quality of the research project documentation system in the Area. The incumbent independently plans and carries out the assignments; resolves most conflicts which arise; coordinates the work with others as necessary; and interprets policy on own initiative in terms of established objectives. The incumbent is frequently required to handle confidential data and to resolve situations requiring initiative in determining methods to use and approach to be taken based on established objectives, policies, and adaptation of precedents.

The incumbent advises the supervisor of progress, potentially controversially matters, or far-reaching implications. The supervisor reviews work accomplishments on the basis of overall effectiveness.

3.   **Guidelines**   **FLD 3-3**   **275 PTS**

Numerous guidelines are available for reference including the current ARS
Research Project Documentation Manual; several guides to computerized
systems; Directives; and the Agency's 6-Year Implementation Plan. Judgment in
selection and adaptation of existing guidelines to specific situations is required.
The incumbent draws on personal judgment, experience, and interpretive
capability in applying policies, Directives, and procedures to work assignments
and problem solving approaches that are not always specifically dealt with by
documented guidelines.

4.   **Complexity**   **FLD 4-3**   **150 PTS**

The incumbent serves as the recognized Area focal point for monitoring,
coordination, and documentation of the Area's research programs; monitoring
and coordination of the Annual Research Reports and Plans process; timing and
documentation of logistics surrounding program reviews/workshops; and the
flow of all program-related reports. The incumbent is expected to locate and
analyze a variety of program effectiveness indicators, identify program
deficiencies, and suggest viable options. On more complex projects, participates
with the Area Director by gathering, compiling, and preparing analytical
materials. The incumbent determines on own initiative improved ways of
presenting information. Given only general direction, incumbent proceeds on
own initiative using personal knowledge of programs and various available
information systems to solve problems.

5.   **Scope and Effect**   **FLD 5-3**   **150 PTS**

The purpose of the work is to ensure timely, accurate and complete plans,
results, evaluations, and redirection of the research effort in the Area. This is a
critical position enabling complete program accountability in the Area. The
effect is to provide needed support and technical coordination to the Area
Director in managing the many research programs of the Area. Data flows
through and is monitored by the incumbent, who identifies what is being
researched, to what extent, and how well.

6.   **Personal Contacts**
           and
       Purpose of Contacts   **FLD 2b**   **75 PTS**

Contacts include secretaries, Laboratory Directors, Research Leaders, and
various personnel (specialized and support) in the Area Administrative Office,
the National Program Staff, Administrative Management, other ARS
organizations, and individuals in both industry and academia.

Contacts are made to give advice and to answer questions, obtain clarification of facts, trouble-shoot documentation problems, obtain and compile information for reports, follow-up on overdue actions, resolve operating problems, and relay information when timing or complexity precludes writing memoranda.

8.   **Physical Demands**   **FLD 8-1**   **5 PTS**

Work is largely sedentary. Work requires sustained attention to detail; with frequent stress of short deadlines for action. The incumbent's work also requires some standing, bending, and carrying of light items such as books and papers.

9.   **Work Environment**   **FLD 9-1**   **5 PTS**

Work is performed in an office setting. The work includes the everyday risks and discomforts typical of offices and meeting rooms.

D.   OTHER CONSIDERATIONS (Check if applicable)

[ ]   Supervisory Responsibilities (EEO Statement)
[ ]   Training Activities - Career Intern, Student Career Experience Program
[ ]   Motor Vehicle or Commercial Driver's License Required
[ ]   Pesticide Applicators License Required
[ ]   Safety/Radiological Safety Collateral Duties
[ ]   EEO Collateral Duties
[ ]   Drug Test Required
[ ]   Vaccine(s) Required
[ ]   Financial Disclosure Required
[ ]   Special Physical Requirements/Demands
[ ]   Other:_____

TOTAL POINTS = 1885   GRADE CONVERSION = GS-09

August 12, 1996/ updated 2002